

INFORMATION BULLETIN

WELFARE-TO-WORK

Number: WtWB03-10

Date: August 27, 2003
Expiration Date: 12/31/03
69:130:lh:7527

TO: WELFARE-TO-WORK COMMUNITY

SUBJECT: QUARTERLY REPORTING REQUIREMENTS FOR PERIOD ENDING
SEPTEMBER 30, 2003

The purpose of this information bulletin is to provide the Welfare-to-Work (WtW) financial reporting instructions and due dates for the submission of the WtW Summary of Expenditures reports for WtW funds.

All WtW expenditure reports for the period ending September 30, 2003, are due to the Financial Management Unit no later than, October 20, 2003, and must be submitted in accordance with the attached line-item instructions. The WtW Summary of Expenditure reports must be submitted by program year and must reflect cumulative data for each subgrant in which WtW funds were provided. Expenditures must be reported by Year of Allocation and Grant Code, e.g., 801, 807, on separate WtW Summary of Expenditures reports.

Subgrantees with access to the Job Training Automation (JTA) system are required to transmit the quarterly expenditure reports in electronic format (direct transmission). Direct transmission of required reports is due no later than close of business October 20, 2003.

Subgrantees without access to the JTA system must submit signed quarterly reports by mail or fax no later than close of business October 20, 2003. Faxed reports are to be directed to Martha Overman, WtW Financial Management Unit, at (916) 654-9586. The WtW Directive [WtWD02-2](#) contains the *WtW Summary of Expenditures Form and Line-Item Instructions*.

SPECIAL REQUIREMENTS – Filing WtW “Closeout” Expenditure Reports

Expenditure reports which reflect that **all** allocations in a master subgrant or stand-alone contract have been fully spent, must be marked as closeout reports by indicating “C” in Section I, Line 6. Closeout reports are due 60 days after the expiration of fund availability, or 60 days after all grant funds within the master subgrant have been expended, whichever comes first. Both 85 Percent and 15 Percent WtW grant subgrantees are required to submit a closeout package in accordance with the instructions contained in the WtW Directive [WtWD02-3](#), dated March 8, 2002, *WtW Grant Program Closeout Guide*.

Closeout documentation for WtW funding must be mailed to:

Attention: Martha Overman
Welfare-to-Work Closeout Desk
Financial Management Unit, MIC 69
Workforce Investment Division
P.O. Box 826880
Sacramento, CA 94280-0001

Questions with regard to reporting, closeout issues, or this bulletin should be directed to Martha Overman at (916) 657-2744.

/S/ BOB HERMSMEIER
Chief
Workforce Investment Division